

**CTWG CIVIL AIR PATROL  
STAFF MEETING MINUTES  
16 MAY 2001**

The meeting was called to order by MAJ Palmer at 1937 hrs.

Pledge of Allegiance was recited and a prayer was read from the Civil Air Patrol Book of Prayer.

Roll Call by MAJ PALMER:

Attendance:

CTWG COMMANDER	COLPAYNE
ADMINISTRATIVE ASST.	MS. LEONE
VICE COMMANDER	MAJ OSBORN
CHIEF OF STAFF, COMMUNICATIONS	MAJ PALMER
ASSISTANT/RAPID RESP	
AF/CAP CTWG LNCO	MSGT LARA, SR.
MA/RI/CT LO	LTC ISABELLE (NP)
USAFR (IMA)	MAJ CASSELLA (NP)
USAFR (RAO)	MAJ FURR (NP)
CTWG AFEPL	LTC OLMSTED (NP)
DIRECTOR OF CADET PROGRAMS	MAJ MARTEKA
DIRECTOR OF COMMUNICATIONS	CAPT VALLEAU
DIRECTOR OF INFOR. MGMT/COMM ASST.	MAJ WROBEL
INFORMATION MGMT OFFICER	CAPT SCHINITIS
RAPID RESPONSE ASSISTANT	1LT GRAVES
DIRECTOR OF COUNTERDRUG	MAJ OPINSKI
COUNTERDRUG ASSISTANT	CAPT WRIGHT
FINANCE OFFICER	CAPT GRAY (EX)
INSPECTOR GENERAL	LTC MCDONOUGH (NP)
DIRECTOR OF SAFETY	LTC ROGERS
DIRECTOR OF OPERATIONS/EMER.SERVICES	MAJ CARROLL
DDR/ES ADMIN. ASSISTANT	CAPT CARROLL
GROUND OPERATIONS COORDINATOR	1LT SLEDGE (NP)
STAN/EVAL OFFICER & SAFETY ASSISTANT	CAPT HOLLIS
DIRECTOR OF PERSONNEL & ADMIN.	MAJ S. SCHINDLER
INTERNAL AEROSPACE OFFICER	1LT SCHINDLER (NP)
LEGAL OFFICER	CAPT STEADMAN (NP)
SUPPLY/TRANSPORTATION/REAL EST. OFF.	LTC BRIGNOLA (EX)
SUPPLY ASSISTANT	LTC MYLCHREEST (NP)
AIRCRAFT MAINTENANCE	1LT SULLIVAN (NP)
HISTORIAN	LTC HORNER (EX)
OPERATIONS TRAINING OFFICER	CAPT SHAPIRO
EMERGENCY SERVICES ASSISTANT	CAPT FLETCHER (NP)
DIRECTOR OF SR PROG & PLANS & PROG	MAJ L. SCHINDLER
PUBLIC AFFAIRS OFFICER	1LT PIENKOSZ

(NP) – Not Present (REP) – Representative (EX) – Excused

## **MAJ OSBORN:**

- SM David Lillibridge will assume the command of the Royal Cadet Squadron as of 18 May 2001. SM Lillibridge is a new senior member and it would be beneficial to him if we continue to help out and show him the ropes. Thank you to all the members who have helped out with this squadron and I thank you in advance for your continued support.
- 169<sup>th</sup> Color Guard will be attending the June Commanders' Call. They came in 3<sup>rd</sup> at the NER Competition.

## **COL PAYNE:**

- We have received the SAV reports from the Florida and Louisiana Wings. Please read all the comments pertaining to your department – this will help you out in preparing for our SAV.
  - The SAV's mention the supplements. I will be reviewing our supplements and afterward I would like to have each department review the supplements pertaining to their area and then we will get them distributed.
- The winning Wing Staff Patch design was created by MAJ James Palmer, and I would like to present him with the first patch.
  - Patches may be purchased from MAJ Palmer for \$3.00. The money generated from the sale of the patches will be put into the Wing Patch Account so that the monies will be available when it is time to order additional patches.
  - My next step is to see how much it would be to have the Wing Staff Patch sewn on to a golf shirt.
- There is a possibility of an airlift for National Boards in August. If anyone is planning on attending and would like to utilize the airlift, please let me know as I must let NER know if we have sufficient interest.
  - MAJ Osborn will check with the squadrons to see if there is any interest on their part in the airlift.
- GEN Bobick has written an attachment to CAPR 60-1 in reference to FRO's. He has directed that in order to be an FRO, you must take the course on the web site. If you pass, they provide you with a certificate that you print out and give to DO so that he knows who took the course. A mailing will go out to everyone concerned that they must take the course ASAP.
- This past weekend's exercise was FUN! Everyone did an excellent job! It was a little windy so we had to break up a bit early. CAPT Shapiro is doing an excellent job and we will be having more exercises.
- To all pilots: Fly the aircraft – get check rides, cadet "O" flights done. Let's put some hours on the aircraft. N65998 is now up and running so let's use it!
  - It is up to the pilots to keep the aircraft clean, orderly and keep the logs up. When you leave the aircraft, leave it as you would like to have it left for you!

- MSgt Lara will take a collection of squadron patches/memorabilia from CTWG to SMSgt Ron Flowers at a celebration of his retirement in Ohio this weekend. SMSgt Flowers was the LNCO in Connecticut from 1986-1995.
- I had an opportunity to fly this past weekend and I looked at all the aircraft. I noticed that 978CP 's paint is in poor shape and N9704E could use some maintenance. I will be conferring with COL Atwell on this.
- Be safe, thank you for all your efforts and keep up the good work!

#### **MSGT LARA:**

- Congratulations on the exercise this past weekend. Use the feedback you receive to your advantage. Start using Form 12 when you do your exercises – whether in-house or out. Keep up the good work!
- Wing SAV reports – I recommend you use these reports in preparing for CTWG's SAV. Alert rosters are a hot item in the SAV – Ensure you have one!
- I will be on leave 21-24 May 2001.
- Aircraft/vehicle maintenance – keep it current!
- Utilize the web site as much as possible.
- Be sure to send all your fuel receipts in to CTWG!
- Congratulations, CAPT Carroll, on your commissioning 18 May as a 2LT in the USAF!
- **BE SAFE IN AIR AND ON GROUND!**

#### **LTC ROGERS:**

- I am reviewing the SAV's I have received in the safety area.
- The Safety Officer for this past weekend's exercise did an excellent job!
- Safety reports will be continued on a quarterly basis.
- Safety Seminar – staff summary has been submitted.
- Incident Accident memo will be updated to staff and squadrons.
- We have had no mishaps to date - keep up the good work!
- If you are at an activity at CTWG, be sure to sign in/out – this is important in cases of emergency.
- Drive Safe, Play Safe, Fly Safe!

#### **1LT PIENKOSZ:**

- Nothing to report at this time.

#### **MAJ L. SCHINDLER:**

- 9/10 June 01 – plans for SLS and CLC are going well. Instructors are being contacted.
- Encampment – on schedule.

- The Conference Committee is taking the month of May off and we will be back in session in June.

#### **MAJ CARROLL:**

- The FRO course/test on the web site is required by National. Those who do not complete it will be unable to release flights.
- I have been researching CAP Form 99/Flight Logs and have found the many FRO's are not submitting the Form 99. If you do not submit them you will not be an FRO!
- Stay tuned – we have CAPR 60-1, -2, -3, -4 coming out. When it does, please be ready to respond.

#### **1LT SHAPIRO:**

- Thank you to all who participated in last weekend's exercise. We have another one coming up on 2 June 01. Headquarters has not been determined as yet. The ground team will be out of Rainbow Reservoir, Windsor.
- 16 June 01 – Stratford – We are striving to have IC in the morning and then another one in the afternoon to practice as well as gaining experience. We welcome anyone who wants to become a trainee. Our goal is to develop flight line staff personnel using cadets.

#### **MAJ OPINSKI:**

- 18-21 May 01 –CD exercise – Robinson Aviation, New Haven beginning 8 May at 1800 hrs. I will be there at 1300 hrs. We will be using N978CP and N65998. We are holding it through Monday in hopes of building up hours. Please contact me if you are interested. Hopefully, the weather will cooperate. I believe that if 978CP runs out, we will fly it to Brainard and take 9573X.
- Two more missions are coming up – no dates as yet.

#### **MAJ MARTEKA:**

- We had a good cadet program at the conference and also a Cadet Program Meeting which my counterpart at NER attended.
  - Speech Competition winner – Cadet Michael Forostoski
- NER Cadet Competition was held at Newport on 5 May 01.
- Information will be given to Squadron Commanders on how to fill out new CAP Form 7.

#### **CAPT CARROLL:**

- 14 July 01 – Color Guard Academy at CTWG. I will be working with cadet teams doing indoor practicals, uniform wear, etc.

- September – Cadet Ball
- 1LT Schindler will be the new DDR Director.

#### **MAJ WROBEL:**

- We are looking into acquiring computers from the ANG – more to follow.
- We are beginning to make up computers. If any director feels their department needs one ASAP, please let me know. Hopefully, every desk will have a computer.
- Almost every department has an area on the web site. If anyone has anything to put on the web under your department, please let Mike Pienkosz and I know. We want to keep it updated.

#### **CAPT VALLEAU:**

- NY will be terminating all packet operations. This leaves MA, CT and PA keeping the infrastructure in place.
- Total termination of packet in CAP will probably pass.
- 30 June 01 – Comm Ex 2001 – we are looking at going 24 hours straight and probably starting at 1000 hrs Saturday until 1000 hrs Sunday. It will be presented to the Commanders at June Commanders Call.

#### **MAJ S. SCHINDLER:**

- Supplements are being reviewed and then be distributed.
- If you have any reason to submit a fingerprint card make sure there is no highlighting on it. The FBI will no longer process them if they contain highlighting.

#### **CAPT HOLLIS:**

- I will be setting up Form 5/91 schedule.

#### **MAJ PALMER:**

- Last month I asked for a paragraph from each Director. I have received four and expect the others to be submitted to me by the end of this evening
- Uniforms –
  - Sunglasses, glasses, etc. do not hang out of the pockets of your uniform.
  - No hanging buttons.
  - Patches need to be sewn on, not hanging loose.
  - Wear the uniform properly.

- If you cannot attend a meeting, please call and leave a message. If you contact me by email, I will not receive anything sent after Tuesday evening - 2220 hrs. until Thursday so please leave message at CTWG.
- If you cannot attend a meeting, please arrange to have a representative.
- If I ask something to be done and you don't understand, please come and see me.
- Clean up your work areas. The first Wednesday we have squadron commanders and cadets here at CTWG and we want it to look the best it can!
- Wing Staff patches are available from me for \$3.00.
- If you would like to add someone to your department, please consult with me first. COL Payne and I need to meet with them. We want to ensure that the right person is in the right job.

#### **AWARD PRESENTATION:**

- CAPT Susan E. Schindler was promoted to MAJ Schindler. Congratulations, MAJ Schindler!

With nothing further to come before the meeting, it was adjourned at 2028 hrs.

Respectfully submitted,

//signed//

Jeanne Leone  
Administrative Assistant

Cc: CTWG Staff & Squadrons